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Health Services



## FLIGHT INSTRUCTOR/FLIGHT EXAMINER UPGRADE TRAINING

**NOTICE:** This publication is available digitally. Contact your Publishing Distribution Office (PDO) for the monthly CD-ROM or access to the bulletin board system. The target date for discontinuing paper publications is December, 1996.

This publication establishes, defines and implements standardized criteria for qualification of a Flight Nurse (FN) and an Aeromedical Evacuation Technician (AET) Flight Instructor/Examiner and applies to Aeromedical Evacuation Crew Members (AECMs) in upgrade training. It is to be used in conjunction with the training requirements as outlined in Multi-command Instruction (MCI) 10-202, Volume 9, *Aeromedical Evacuation Education and Training for Flight Nurses and Aeromedical Evacuation Technicians*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through appropriate channels, to HQ AMC/SGX, 502 Scott Drive, Room 226, Scott AFB IL 62225-5319.

### Paragraph

#### Section A—General Information

|                                 |    |
|---------------------------------|----|
| Purpose. ....                   | 1. |
| Applicability.....              | 2. |
| Regulation Administration. .... | 3. |
| Responsibilities. ....          | 4. |

#### Section B—Flight Instructor Upgrade Training

|  |    |
|--|----|
| Mission Preparation/Critique. ....         | 5. |
| Instructional Ability. ....                | 6. |
| Knowledge of Publications/Procedures. .... | 7. |
| Completion of Training Forms.....          | 8. |

#### Section C—Flight Examiner Upgrade Training

|  |     |
|--|-----|
| Communication/Organizational Skills and Evaluation Criteria..... | 9.  |
| Flight Management.....   | 10. |
| Evaluation Forms. ....   | 11. |
| Evaluation Criteria. ....  | 12. |
| Judgment.....  | 13. |
| Debriefing.....  | 14. |

### Page

#### Attachments

|  |   |
|--|---|
| 1. GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS..... | 5 |
|--|---|

#### Section A—General Information

**1. Purpose.** Standardizes aeromedical evacuation training programs according to Multi-command Instruction (MCI) 10-202, Volume 9, *Aeromedical Evacuation Education and Training for Flight Nurses and Aeromedical Evacuation Technicians*.

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**2. Applicability.** This publication applies to Aeromedical Evacuation Crew Member (AECM) Flight Instructor (FI) and Flight Examiner (FE) upgrade training.

**3. Regulation Administration.** Distribute this handbook to all commands, Air National Guard (ANG), and Air Force Reserve (AFRES) with AE units. Units will establish requirements for this handbook through their local Publication Distribution Office. Unit commanders will determine further distribution requirements.

**4. Responsibilities.** It is the responsibility of Aeromedical Evacuation Unit commanders to ensure their unit training sections use this document to upgrade AECMs on the units' assigned aircraft(s).

## **Section B—Flight Instructor Upgrade Training**

### **5. Mission Preparation/Critique.**

5.1. References. AFMAN 36-2236, *Guidebook for Air Force Instructors*, and AF Form 3834, **AECM Instructor/Examiner Upgrade (Qualification Training Record)**.

5.2. Instructional Guidance. Using scenarios, the instructor will ask the FI candidate to identify performance expected of a student during training sessions.

5.3. Objective. The instructor candidate will demonstrate the ability to interpret information contained in student training folder, develop training plan allowing sufficient time to meet students training requirements providing an environment conducive to open exchange of information.

5.3.1. Interpreting Information. Review the training folder, focusing on identified strengths and weaknesses. Address recommendations made by FIs in previous training periods.

5.3.2. Develop Training Plan. Using adult learning principles contained in AFM 50-62, outline expectations of the student. Maximize the use of training aids and situations to meet mission/training objectives.

5.4. Objective. The instructor candidate will demonstrate the ability to reconstruct the training period during critique and provide appropriate feedback.

5.4.1. Critique. Conduct review/critique of training period per AFMAN 36-2236. Highlight strengths noted, accomplishments, and suggested opportunities for improvement.

### **6. Instructional Ability.**

6.1. References. AFMAN 36-2236, chapters 11, 17, 26, and 27.

6.2. Instructional Guidance. Allow the instructor candidate to instruct a student (with supervision), using selected topics from applicable directives and handbooks.

6.3. Objective. Instructor candidates will demonstrate the ability to apply information contained in AFMAN 36-2236, with detailed knowledge of chapters 11, 17, 26, and 27, by presenting a lesson from these chapters.

### **7. Knowledge of Publications/Procedures.**

7.1. References. AFMAN 36-2236, AFH 41-307, *Aeromedical Evacuation Nursing Considerations and Standards*, AFH 41-308, *Aeromedical Evacuation Crew Member Training Standards*, AFH 41-309, *Aeromedical Evacuation Equipment Standards*, AFH 41-310, *Flight Instructor/Flight Examiner Upgrade Training*, AFI 11-401, *Flight Management*, MCI 10-202, Volume 9, and major command (MAJCOM) series publications.

7.2. Objective. The instructor candidate will apply knowledge of all applicable aircraft systems, publications, and procedures to enhance mission accomplishment/training objectives.

7.3. Demonstrate/verbalize general knowledge of AFH 41-308 and a detailed knowledge of applicable MAJCOM series publications.

### **8. Completion of Training Forms.**

8.1. References. MCI 10-202, Volume 9, AF Form 3834, AF Form 3831, **Ground Training (Qualification/Certification Training Record)**, AF Form 3832, **Flight Training (Qualification/Certification Training Record)**, AF Form 3833, **Secondary Aircraft (Qualification/Certification Training Record)**, and AF Form 3837, **Comments (Qualification Training Record)**.

8.2. Objective. Using MCI 10-202, Volume 9, the FI candidate will correctly demonstrate annotation and documentation on the Qualification/Certification Training Records.

8.3. AF Forms 3831, 3832, and 3833. All ground training must be documented proficient ("P") on these forms prior to flight evaluation. **Exceptions:** Areas 1, Aircraft emergencies; 2, Aircraft Emergency Equipment; and 3, Aircraft Systems, may remain in training ("T") status for a qualification evaluation.

8.4. Completion of the AF Form 3837.

8.4.1. Training Period/Date Block. Indicate period of training, type of training, and date training accomplished. Example: Ground Training (GT)-1, GT-2, Flight Training (FT)-1, FT-2, etc. Use Training (T)-1, T-2 to indicate training accomplished with a FI during a flight, but the student did not occupy a crew position.

8.4.2. Training This Period (Type/Time) Block. Not applicable (N/A) for AECMs.

8.4.3. Total Time This Period Block. Enter the actual flight time, obtained from Air Force Technical Order Form 781, **AFORM Aircrew/Mission Flight Data Document**, during training or hour(s) actually spent in ground training.

8.4.4. Total Training Time Block. Enter cumulative time for all training periods.

8.4.5. Training Accomplished/Remarks Block. Highlight areas covered and enter comments in sufficient detail to explain strengths and areas needing improvement. It is not necessary to comment on each "T" or "P" area covered.

8.4.6. Recommendations/Comments Block. Entered by FI/FE to include such items as study areas; additional

ground and/or flight training required; recommendation for flight evaluation; and/or recommendation to take open or closed book test per MCI 10-202, Volume 9.

8.4.7. Review: N/A for AECMs.

8.5. Qualification/Certification Training Record (Flight Phase).

8.5.1. Name of Trainee Block (Self explanatory).

8.5.2. Crew Position Block (if applicable). Enter current crew position.

8.5.3. Training Period Block. Refer to MCI 10-202, Volume 9.

8.5.4. Grade (Gr) Block. Enter a "T" for training when additional training is required or a "P" for proficient when no further training is required. A proficient area (P) may revert to a training area (T) if deficiencies become apparent, and will be documented on AF Form 3837. If there are deficient areas during the flight phase, document in the recommendation section of the AF Form 3837 and leave the applicable area on the AF Form 3832 a "T". Do not revert a "P" to a "T" on the AF Form 3831 during a flight training period.

### Section C—Flight Examiner Upgrade Training

#### 9. Communication/Organizational Skills and Evaluation Criteria.

9.1. References:

- AFI 11-401, *Flight Management*.
- AFI 11-408, Chapter 16, *Aircrew Standardization/Evaluation Program*.
- MCI 10-202, Volume 9, *Aeromedical Evacuation Education and Training for Flight Nurses and Aeromedical Evacuation Technicians*.
- AFMAN 36-2236, *Guidebook for Air Force Instructors*.
- AF Form 3834, *AECM Instructor/Examiner Upgrade*.

9.2. Instructional Guidance. Using scenarios, the instructor will have the examiner candidate identify performance expected during a flight evaluation. Evaluation criteria will be emphasized.

9.3. Objective. The examiner candidate will be able to:

- Objectively measure examinee's knowledge and performance against standards as listed in the evaluation criteria.
- Demonstrate communications and organizational skills that facilitate the flight evaluation.
- Define methods and formulate a plan for question and answer periods based on mission requirements.
- Demonstrate how to verbalize expectations to examinee.
- Define minimum requirements for basic crew and instructor qualifications using AF Form 3862 or equivalent and evaluation criteria.
- State importance of maintaining observations of examinee during evaluation.

9.4. The FE candidates' communications/organizational skills:

- Indicate personal preparation.
- Emphasize positive aspects, attributes, and strengths.
- Offer constructive feedback.
- Stress adult learning principles.
- Demonstrate time management.
- Ask open ended questions.

9.5. The FE candidate must demonstrate:

- Appropriate use of evaluation criteria.
- Use of flight evaluation scenarios.
- Good observation techniques.
- Ability to formulate questions and answers.
- Ability to present a comprehensive mission debrief.
- Good safety practices.
- Knowledge of crew position responsibilities.
- How to perform an evaluation.
- Knowledge of legal considerations.

#### 10. Flight Management.

10.1. References. AFI 11-401 and AF Form 3834.

10.2. The FE candidate will be able to comprehend the information contained in AFI 11-401 and apply it to daily operations.

10.3. The FE candidate is not required to memorize regulation chapters or paragraphs.

#### 11. Evaluation Forms.

11.1. References. AFI 11-401, AFI 11-408, MCI 10-202, Volume 9, and AF Form 3834.

11.2. Instructional Guidance. Using scenarios, the instructor will have the FE candidate demonstrate correct completion of evaluation forms.

11.3. Objectives. With the use of references, the FE candidate will be able to complete AF Form 8, Certificate of Aircrew Qualification, and AF Form 3862, **AECM Qualification Evaluation**, or equivalent, according to current directives.

**12. Evaluation Criteria.** The FE candidate must be able to demonstrate:

- 12.1. Compliance with Air Force and MAJCOM directives.
- 12.2. FE briefing.
- 12.3. Identification of discrepancies and assignment of area grades.
- 12.4. Assessment of overall performance.
- 12.4.1. All subareas (Q, Q-, or U) if applicable.
- 12.5. Appropriate assignment of additional training.
- 12.6. Evaluation documentation.
- 12.7. FE Overall performance.
- 12.8. Applicable directives to guide assignment of grade/retraining.
- 12.9. Mission Critique.
- 12.10. Completion of all applicable evaluation documentation.

12.11. Supervisory personnel briefed (if applicable).

### **13. Judgment.**

13.1. References. FN/AET Evaluation Criteria, FI Evaluation Criteria, and AF Form 3834 or equivalent.

13.2. Instructional Guidance. Using scenarios, have the examiner candidate discuss determination of appropriate grade. The FE candidate will appropriately link performance based on evaluation criteria to qualification level.

13.3. Objective. The examiner candidate will:

- Assess and determine an appropriate grade of the examinee's performance and convey this evaluation of performance in a constructive manner.
- Rate the examinee as proficient or not proficient in knowledge and performance subareas Q, Q-, or U and translate this into documentation on AF Form 8.
- Identify appropriate action to improve remedial performance.

- Determine when to intervene if examinee's performance is substandard and take corrective action as indicated.

### **14. Debriefing.**

14.1. References. AFMAN 36-2236; AFI 11-408; and AF Form 3834.

14.2. Instructional Guidance. Using scenarios and role playing, have the FE candidate perform a post-evaluation debriefing using principles as listed in AFI 36-2236.

14.3. Objective. The examiner candidate will be able to:

- Discuss major strengths and weaknesses, stressing the examinee's strengths and elaborating on suggestions for improvements.
- Reemphasize to the examinee important points to remember.
- Perform confidential debriefing within the guidelines as established by AFI 11-408.

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Surgeon General

**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFI 11-401, *Flight Management*  
AFI 11-408, *Aircrew Standardization/Evaluation Program*  
AFMAN 36-2236, *Guidebook for Air Force Instructors*  
AFH 41-307, *Aeromedical Evacuation Nursing Considerations and Standards*  
AFH 41-308, *Aeromedical Evacuation Crew Member Training Standards*  
AFH 41-309, *Aeromedical Evacuation Equipment Standards*  
AFH 41-311, *Aeromedical Evacuation Operations Officer (AEEO) Training Standards*  
MCI 10-202, Volume 9, *Aeromedical Evacuation Education and Training for Flight Nurses and Aeromedical Evacuation Technicians*

***Abbreviations and Acronyms***

**AECM**—Aeromedical Evacuation Crew Member  
**AET**—Aeromedical Evacuation Technician  
**AF**—Air Force  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFJH**—Air Force Joint Handbook  
**AFM**—Air Force Manual  
**AFRES**—Air Force Reserve  
**AMCR**—Air Mobility Command Regulation  
**ANG**—Air National Guard  
**GR**—Grade  
**GT**—Ground Training  
**FE**—Flight Examiner  
**FI**—Flight Instructor  
**FN**—Flight Nurse  
**FT**—Flight Training  
**MAJCOM**—Major Command  
**N/A**—Not Applicable  
**P**—Proficient  
**Q**—Qualified  
**Q-**—Qualified with weakness  
**T**—Training  
**T.O.**—Technical Order  
**U**—Unqualified  
**USAF**—United States Air Force

***Terms***

**Aeromedical Evacuation (AE)**—The movement of patients under medical supervision to and between medical treatment facilities by air transportation. (Joint Pub 1-02)

**Aeromedical Evacuation Crew Member (AECM)**—Qualified flight nurses, AE technicians, and unqualified student trainees performing AE duties under the direct supervision of a qualified instructor or flight examiner, and flight surgeons assigned to augment the crew.

**Flight Examiner (FE)**—A crew member designated to administer evaluations. (MCI 10-202)

**Flight Instructor (FI)**—Crew member trained, qualified, and certified by the squadron commander as an instructor. (MCI 10-202)